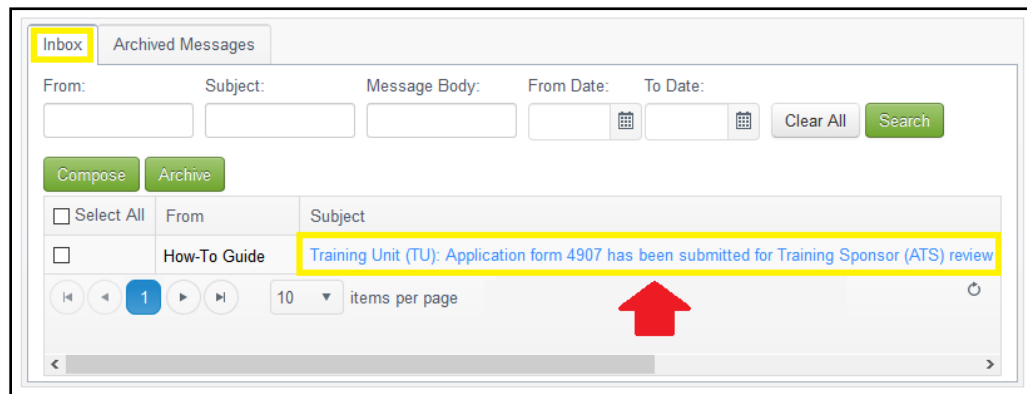




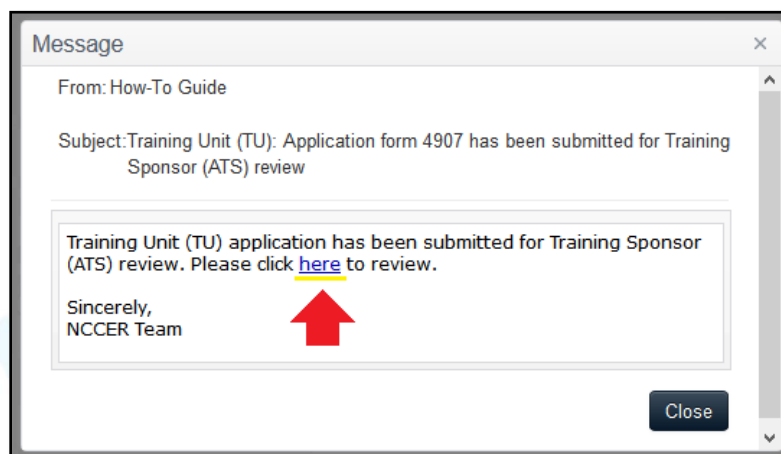
## HOW TO Approve TU/ATU/ATEF Registrations

The Sponsor Representative is responsible for reviewing new training locations that request association with the ATS organization. This guide provides **2 methods** for the Sponsor Representative to locate the training location registration pending their review.

1. Log in to the NCCER Registry System at <https://registry.nccer.org>
2. Select the ATS Sponsor Representative role and click the OK button.
3. **Method 1:** Your screen will display your Message Center Inbox by default. Any new training location registrations pending your review will display here.  
(Method 2 can be found on Page 2)
  - a. Click the subject line to open the message.



- b. Click the [here](#) hyperlink (found inside the message) to open the training location registration pending your review.





- c. Review the registration to ensure the representative has entered a non-residential address and has correctly spelled the location's name. Select the option button to designate where registry credentials will be sent. Your option is to send all credentials directly to the training location or directly to the Training Sponsor (ATS).

Send registry credentials (transcript, wallet card, certificate): \*

Directly to Training Unit (TU)

Directly to Training Sponsor (ATS)

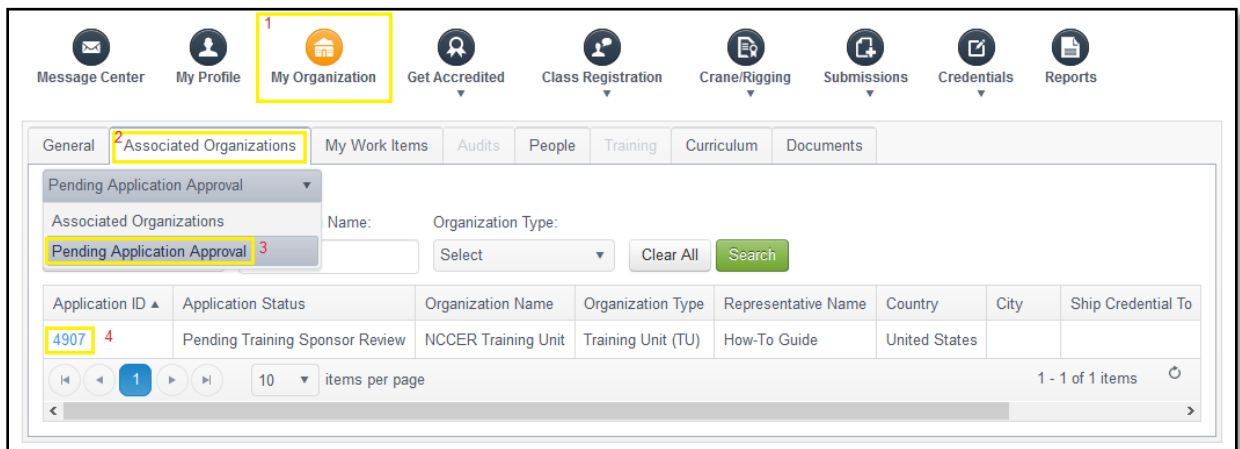
- d. Click the appropriate button once you have finished the review. You may click the **Request More Information** button, which will return the registration to the representative for correction; you may **Deny Registration**, which will delete the registration and notify the representative of your rejection; or you may **Approve Registration**, which will send the registration to NCCER for secondary review.

**4. Method 2:** If you cannot locate the Message in your Inbox, then you can also see the full list of registrations pending your review by navigating to the Pending Application Approval screen (instructions below).

- a. Click the My Organization icon and then select the Associated Organizations tab.
- b. Click the Associated Organizations field and change to Pending Application Approval (see screenshot below).



- c. Click the Application ID hyperlink to open the registration. You will then follow the same review procedure outlined in [Steps 3b](#) and [3c](#) of this guide.



5. The NCCER Accreditation Department will receive the registration once you have clicked the Approve Registration button (see Step 3c). Please allow 1 week for NCCER to review the registration.
  - a. The training location representative will be notified once NCCER has approved the registration.
  - b. You will be able to maintain the new training location from your Associated Organizations tab once NCCER has approved and finalized the review process.
6. Questions or comments? Please contact NCCER Customer Support.
  - a. Toll-Free Phone: 888-622-3720
  - b. Email: [support@nccer.org](mailto:support@nccer.org)